



Human Resources

DATE POSTED: **December 22, 2005**

REQ. # 05-319

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **12-22-2005** TO **12-30-2005**, but will remain open until filled.

DEPARTMENT/DIVISION
PUBLIC WORKS - CODE COMPLIANCE

POSITION AVAILABLE
ASSISTANT CODE COMPLIANCE MANAGER

OF OPENINGS
1

STARTING SALARY
\$49,403.74 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 655
PAY GRADE: 24
SALARY: \$49,403.74 - \$78,754.62
ASST. CODE COMPLIANCE MANAGER

MAJOR FUNCTION: Responsible administrative position assisting the Code Compliance Manager in the operation of the Code Enforcement and Building Inspections sections of the Department of Public Works.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of the principals and practices of zoning enforcement. Knowledge and understanding of the statutory limits/authority governing the operation of the Code Enforcement activities. Familiarity with the requirements of the Florida Building Codes necessary. Knowledge of the Florida Planning and Land Use Legislation.

Abilities: Ability to assist in the direction and coordination in the activities of the Division including the maintenance of all Divisional records and budget needs. Ability to work effectively with employees of the Division, other divisions within the Department, other departments within the County and other agencies in the absence of the Code Compliance Manager. Ability to communicate effectively, both written and orally, with the public is essential.

ESSENTIAL JOB FUNCTION: Assists in the Planning, organizing and directing of the activities of the Code Enforcement (includes Contractor Licensing and Regulation) and Building Inspections sections of the Department of Public Works. Assists in the administration and implementation of the St. Lucie County Land Development Code, Florida Building Code and other enforceable County regulations as identified in the St. Lucie County Code and Compiled Laws. Division provides technical and staff support to the St. Lucie County Code Enforcement Board, Contractors Licensing Board, and various construction licensing Boards. Attends public meetings as directed by the Public Works Director and Code Compliance Manager. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Frequent walking, standing and sitting. Ability to lift occasionally up to 30 lbs. Ability to speak clearly and concisely.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: An undergraduate degree in Public Administration or Business Administration. A comparable amount of training and experience may be substituted for the minimum requirements.

EXPERIENCE: A minimum of five (5) years progressively responsible experience in an administrative or supervising staff in a related area. Professional affiliation or registry is preferred.

LICENSE CERTIFICATION OR REGISTRATION: A valid Florida driver's license and a good driving record are required. Preferred FACE Level I, II, and III and/or Inspectors License through the Florida DBPR, zoning and property maintenance certificate; Disaster Recovery Assistant Certification (State).

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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